

Oregon PRIMA Meeting Minutes

May 12, 2017

In Attendance:

President	Jamie Iboa	P	Vice President	Bryan Aalberg	P
Secretary	Jen Thomason	P	Treasurer	Mike Murzynsky	P
Past President	Laurie Kemper	A	Director	Niki Fisher	P
Director	Dan Davenport	P	Director	Rob Gabris	P
Director	Kevin Jones	P			

Call to order time: 12:07 pm

- I. Review of Minutes – Bryan motioned to approve the March meeting minutes, Niki seconded the motion. All were in favor; the motion passed. Mike motioned to approve the April meeting minutes, Kevin seconded the motion. All were in favor; the motion passed.
- II. Treasurer Report – Mike said that OR-PRIMA has \$10,816.95 in operating budget, \$20,003.06 in the money market account, totaling \$30,820.01. Jen motioned to approve the treasurer report, Rob seconded the motion; all were in favor; the motion passed. Mike also mentioned that OR-PRIMA made almost \$2800 on the Spring Conference and we have membership coming up in July.
- III. Business
Old Business
 - a) Spring Conference 2017 – Jamie noted that the evaluations were great and that she is waiting on confirmation for the Oregon Gardens location for 2018 and 2019.
 - b) Risk Management Certification – Niki and the Board discussed how to assign mentors to certification applicants. Jamie recommended that we leave it up to the applicant if they want someone from within their organization or from outside their organization as a mentor.
 - c) SOPs – Dan noted that he has not seen many comments and additions to the SOPs. He also plans to discuss historic information with Sharon Harris and Sara Stevenson.
 - d) Fall Conference – Jamie will send out a list of topic suggestions from previous conferences. Currently, there are three speakers confirmed for the conference, Tim Dietz, David Rabiner, and someone from the National PRIMA Speaker Bureau. There are still 7-8 sessions available. The Board discussed various session topics including drones (Dan indicated he knows of a great speaker and check on availability), OCIP/CCIP/Project management (Rob will follow up with a potential speaker), and a legal session on Friday. Jamie mentioned that Scott Moss would like to present ½ a session on a workers' compensation algorithm. The Board discussed possibly filling the other ½ session with a workers' compensation-related topic. Jen will email out the call for presentations. The Board discussed casino night as the entertainment.
 - e) Membership Renewal – Mike motioned to not increase membership dues for the 2017-2018 membership period; Dan seconded; all were in favor; the motion passed. Jen will send out a membership renewal email with explicit instructions on the

process in June. Membership will open July 1. Jamie will look at the membership structure on the website and create a ticket for membership.

New Business

- a) Website Permissions – Bryan has set up a login with permissions for every Board position. The President and Treasurer will have access to the financial information. Bryan will send an email to the Board members with their login information.
- b) Star Chapter – Jamie indicated that we may want to look into a new website, possibly Chapter Manager. While at National PRIMA, Jamie, Bryan, and Jen will check with potential website vendors and report back at the July meeting.
- c) Treasurer Transition – Mike would like to transition from Treasurer to a Director position. Rob would like to be Treasurer. Jamie motioned that Rob move into the Treasurer role; Mike amended the motion to add that “Mike will act as the Board auditor and backup/advise the Treasurer when necessary;” Dan seconded the motion; all were in favor; the motion passed (via email on 5/16/17). Mike and Rob will work on the transition.
- d) National PRIMA Chapter Recognition Award – The physical form (will it be paper, a plaque, etc.) of the Chapter Recognition Award was discussed. The Board discussed what to do with the award and options, including rotating the award between Board members or allowing it to reside with one Board member. It was noted that everyone on the Board participated in the awesomeness and projects that that we’re being recognized for. Bryan motioned that Jamie develop a statement of tanks for each board member and that we have separate plaques/awards made for each person; Mike seconded; all were in favor; the motion passed.
- e) Fall Conferences – Jamie indicated that we are confirmed at Mt. Bachelor for the 2018 conference and waiting on Salishan to sign the contract for the 2019 conference. The Board discussed looking ahead to scheduling 2020 in the Bend area.

IV. Other Business

- a. Risk Achievement Award – Jamie asked whether the Board or membership should vote on the Risk Achievement Award winner. Jamie motioned that we open voting on the Risk Achievement Award to the membership; Mike seconded the motion; all were in favor; the motion passed. Jamie will email a request for award nominees to the membership.
- b. Dan asked how Board/Officer rotation occurs. The Board discussed that it typically happens at the time of the Fall Conference and that the Treasurer moves to the Secretary, Secretary moves to the VP, VP moves to the President, and the President moves to the Past President role.

Meeting adjourned time: 1:36 pm

Next meeting: July 11, 2017